

FACILITY DESIGN CRITERIA

3153

(Sept. 1999)

The Department has developed design criteria for use in the design of various facilities. The following criteria will describe the activity that takes place on both Major and Minor Capital Outlay Projects:

Major Capital Outlay

All projects shall have a design and/or site selection kickoff meeting to discuss various design options and site configurations. Subsequent to this meeting there will be two design review windows, first at the completion of preliminary documents (35-45%), and second at the completion of working drawings (80%). Upon completion of the construction documents there will be a Pre-Bid meeting at the site followed by a Pre-Construction meeting prior to the start of construction. During construction there will be a minimum of one progress meeting a month to discuss items of concern and project status.

Minor Capital Outlay

All projects shall have a kickoff meeting to address Unit needs and to identify if those needs correspond to the approved scope. Subsequent to this meeting a schematic site design will be generated by Sacramento Technical Services and sent to Region Technical Services for approval of the layout and estimated budget. Upon approval by the Region, Sacramento Technical Services will complete the design to approximately 80%. These documents will be sent to the applicable Region for review and comment. Prior to submittal of the design documents to Office of Regulatory Services and the State Fire Marshal for plan check all design comments will be incorporated or addressed. After plan check has been completed, changes to site layout or accessibility will only be accepted if design errors preclude the proper operation of the facility. At a minimum monthly progress meetings will be established to address items of concern.

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